

Officer's Personal File Handbook

A guide to organizing

your personal documentation



Provided by

35TH INFANTRY DIVISION (MECHANIZED) ARTILLERY

KANSAS ARMY NATIONAL GUARD

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Note: The 67-9 Series forms are not included in the electronic version of this workbook.

They are available through your unit administrator.

This workbook is designed for all Army National Guard officers and warrants. The information applies to all branches, any State, any Territory.

DEFINITIONS AND HELPFUL INFORMATION

AR	Army Regulation
DA	Department of the Army
DD or DoD	Department of Defense
DA Form 67-9	Officer Evaluation Report Form
DA Form 67-9-1	Officer Evaluation Report Support Form
DA Form 67-9-1a	Junior Officer Development Support Form
DA Form 638	Recommendation for Award. The permanent orders for an award for service, achievement, or valor.
DD Form 214	The active duty military form that records all that you have done while you served and the dates of that service.
IDT	Inactive Duty Training (Drill)
NGB form 22	Report of Separation and Record of Service. This form is <i>KIND OF LIKE</i> the DD 214 in that it is a record of service, training and schools you attended while in service with the National Guard of any given State. However, it is only generated when a soldier is separated from the State. A separation being a discharge, transfer to another State, or commissioning from enlisted to officer or warrant.
LES	Leave and Earnings Statement. Your receipt from the government that comes with or soon after any military pay action.
MRD	Mandatory Removal Date
NCOER	Non-commissioned Officer Evaluation Report
NGB	National Guard Bureau
OER	Officer Evaluation Report
ROMPA	Reserve Officer Personnel Management Act
RYE date	Retirement Year End Date. This is the date that is used to calculate your retirement points. It is the day before, (MMDD), you entered the service, your enlistment or commissioning date.
SSAER/DA form 1059	Service School Academic Evaluation Report
USP&FO	United State Property & Fiscal Office. USP&FO keeps all state pay records.

How to read army dates:

1. Military administrative actions use the year, month and day format. 850519 reads 1985, fifth month, (May), 19th day.
2. Military correspondence and Biographical dates use the day, month (spelled with abbreviation), year (last 2) format. EXAMPLE: 12 Oct 98.

Note: If the month is spelled out completely the full year is also written out.

EXAMPLE: 12 October 1998. The exception to this rule is the month of May.

Any reference to gender in this Handbook is for the purpose of grammatical ease. All references to he/his/her/hers are to refer to either gender and are in no way meant to separate or exclude either gender.

CHAPTER ONE

The Intent of this Handbook

The intent of this handbook is to assist junior officers, (lieutenants and W1 warrants) in the development of their personal organizational skills. Specifically in respect to the critical information they need to ensure their careers are properly documented.

As a junior officer you may believe that your files and all necessary documents are tracked and properly cared for by administrative personnel. It is probably true that the administrative personnel in your unit and in your higher headquarters are effective and proactive. It is also true that these soldiers are not perfect and that a percentage, however small, of the officer files at the unit, higher headquarters, and state officer records office will be incomplete and/or outdated. The information and programs in this handbook will assist you in ensuring that you are not in that small percentage. By using this handbook you will be able to do the following:

1. Maintain a personal record of all of your military administrative actions.
2. Track the progress of your military career.
3. Assist your unit, higher headquarters and state in the proper and timely maintenance of your military files.
4. Ensure your OERs are completed and recorded.
5. Ensure that all of your awards and commendations are properly recorded.
6. Ensure that your state files are in proper order for review by promotion boards.
7. Be promoted ahead of the officers that compete with you on every other level but fail to take the responsibility of personal career management.

GETTING STARTED

Start by finding all of your military documents and put them in one place. You are establishing a starting point so don't worry if you only have a few documents. Begin by putting the documents that you do have in chronological order and in a folder of some kind. Some officers use expandable file cases, some use three ring binders with page protectors. This is your file so use whatever system works best for you. *Remember to **NEVER** hole punch, staple, or damage the document in any way.* This paper may have to last 30 years so treat it well.

Now that you have your Personal Officer File you can begin to complete, update, and review your file. You have just taken responsibility for your military career.

NOTE: Some officers have removed their official files from their units and have tried to maintain them on their own. This is unwise and will do you more harm than good. If your headquarters does not have your file they can not and WILL NOT take any administrative action on your behalf. When your unit receives a document for your file or updates other files in the unit, yours will not be actioned and your documents will be lost.

It is not for us as officers to try to do the job the Army has so wisely delegated to effective and well-trained administrative personnel. You will be much better served by assisting the system rather than bypassing it.

THINGS TO REMEMBER...

1. **MAKE YOUR REQUESTS IN WRITING.** There is no greater way to ensure that your requirements will be forgotten or ignored than to make a verbal request. Make all requests in writing or by e-mail. This is a basic, and often forgotten, courtesy that your administrative personnel will greatly appreciate.
2. **BE PATIENT.** This process will take time. It may take you several months or even a year to find and obtain copies of your military documents.
3. **BE PATIENT.** Others may not be as excited about your project as you are. Make your requests in a polite and military manner. You will be required to fill out request and release forms and must wait for these requests to be actioned. Sometimes, you may have to request a document more than once.
4. **DON'T MAKE A PEST OF YOURSELF.** There is a difference between a determined young officer and a pest. Find that line and endeavor never to cross it.

5. DON'T BE AFRAID TO ASK QUESTIONS. As you navigate the maze of forms, regulations and requirements don't hesitate to ask questions of your commander, unit administrator, and Battalion administrator (S-1). Do what research you can on your own so that you can ask the correct questions, then go to the subject matter experts.
6. REMEMBER YOUR NCO'S. As a new officer or warrant you will be working very closely with Non-Commissioned Officers. Most of your requests for documentation will be actioned by NCO's. These soldiers will be of great assistance to you IF you treat them with the respect and professionalism they deserve. Give it and you can expect the same in return.

CHAPTER TWO

How to build your Personal File

Flip to the rear of this workbook and look at the lists in the worksheet section. Your personal file should have, at the minimum, the information noted in this chapter. Each worksheet should be used as an inventory for the documents it includes.

- 1) **CURRENT DA OFFICER PHOTO.** Current photos should be in color and show you with the correct rank and awards. Update your photo at promotions, major awards or, at the very least, every two years. You may have to go to an active duty post to get a digital military photo. Have the photo office provide two copies of the photo so that you can keep one for your file and have the other one in your state file.
- 2) **OFFICER BIOGRAPHY.** Your state will have a standardized officer biography format. If not, follow the outline enclosed in this workbook. Update your biography on an annual basis and provide the state with a copy each time you make a change. Choose a date like your RYE, (retirement year-end), or birthday to review your biography. You should also update your biography before your file goes before a promotion board. It is not meant to be a resume but an information sheet. Follow the format and include only the information requested.
- 3) **LIST OF APPOINTMENTS AND PROMOTIONS.** Appointments are your original commissioning date and the date you enter service to any state. Promotions are any increase in rank thereafter. To document this list, use a copy of your state appointment order, state promotion orders and federal recognition.

List your appointments and promotions, effective date and rank. Be sure to note any secondary branch training or branch transfers.

EXAMPLE:	2 LT	USAR	Ordnance	12 Mar 85
	2 LT	KSARNG	Ordnance	19 Mar 85
	1 LT	KSARNG	Ordnance	22 Oct 88
	1 LT	KSARNG	Aviation	16 Jul 89

- 4) **LIST OF DUTY POSITIONS.** This is a list of all the paragraph and line number positions you have held as a service member with the addition of active duty schools. Do not include additional duties. If you were the acting commander of a unit while assigned as the executive officer you list only the XO position. The exceptions to this rule are for assignments and details with written orders.

List by start/end dates, unit and duty title.

EXAMPLE:	850519-850531		Control Group
	850601-850701	Plt Ldr	A Co 1-137 IN KSARNG
	850702-851215	Student	AR Officer Basic Course
	851216-880610	Plt Ldr	A Co 1-137 IN KSARNG
	880611-900815	Plt Ldr	Trp D 153 Cav, TNARNG
	890901-900815	Liaison	Assigned HQ 35 th ID (M) Protocol Office for duration of operations
	900816-date	Exec. Off	Trp D 153 Cav, TNARNG

Your documents in this listing will be the most difficult to track and to organize. Look at the example given above. This LT has the following orders;

1. Orders to control group
2. Release from control group
3. Orders to state (KSARNG)
4. Orders to school
5. Release from school to original unit (A Co)
6. Release from KSARNG
7. Orders to TNARNG
8. Orders to D Trp
9. Orders to HQ 35th Div
10. Orders to D Trp

NOTE: You are ordered from and to every duty station. Sometimes the to-from aspect of the move will be on the same order. (Example: the order into the TNARNG may include the receiving unit, in this case D Trp, 153 Cav). If the orders read only for one part of the move you will need to find orders to cover the other part.

5) LIST OF EVALUATIONS: This is a listing of all your OER's (and EER's/NCOER's if you had enlisted time) and school evaluations. It is OK if you have periods of non-evaluated service. Find what you can and make a note of all the non-evaluated time. You should receive an OER for each position you hold for more than 90 days with the same rater. When you move to a new position you will receive a change of duty OER. If your rater moves to a new position you will receive a change of rater OER. For each year of service in the same position with the same rater you will receive an annual OER. In some rare cases you will receive an OER from a school.

Read through the following example and make note of the dates involved.

850519-850701	Change of Duty, USAR NO evaluation (less than 90 days)
850702-851215	Service School Academic Evaluation Report
851216-861215	Annual A Co, 1-137 IN, PLT LDR, KSARNG
861216-871215	Annual A Co, 1-137 IN, PLT LDR, KSARNG
871216-880610	Change of Duty, A Co, 1-137 IN, PLT LDR, KSARNG NO evaluation (did not follow-up with Commander after request for transfer)
880611-880823	Change of Rater, Trp D 153 Cav, PLT LDR, TNARNG NO Evaluation (less than 90 days)
880824-890823	Annual Trp D 153 Cav, PLT LDR, TNARNG
890824-900530	Change of Rater Trp D 153 Cav, PLT LDR, TNARNG
900531-900815	Change of Duty, Trp D 153 Cav, PLT LDR, TNARNG NO Evaluation (less than 90 days)

Look at the time frames. Most of the dates in the evaluations are for the duration of the school or one year blocks of duty time. The two months in 1985 are acceptable. Often, newly commissioned officers have a short amount of time in a "Control Group". This is a holding area for officers until they receive their first state assignment. There is no duty station involved with a control group and so you will not receive an evaluation for that time.

Occasionally you will be in a position less than 90 days and you MAY not receive an evaluation for that short duration of time. This is unavoidable but try not to get too many unrated periods. The danger of unrated time is best illustrated in the 1987-1988 time frame in the example above. The company commander did not complete an OER, (871216-880610), prior to the lieutenant's transfer and the lieutenant did not follow-up to make sure it was done. This is not uncommon during transfers.

The lieutenant creates a new problem when he arrives at his unit in Tennessee, (880611-880823), by not requesting counseling or providing a support form to his commander. Therefore, the lieutenant does not receive a change of rater OER when the

commander is transferred. Now the lieutenant has almost 9 consecutive months of non-evaluated duty. This is not something that will absolutely end the career of a young officer, but it could hurt his chances at the 1LT to CPT promotion board.

Note: Effective 1 Oct 97 the 90 day minimum time requirement to receive an evaluation extended to 120 days minimum time in position to receive an evaluation. This change only effects national guard officers not on active duty. Federal service and active duty evaluations will still use the 90 day minimum rule. For complete details reference AR 623-105, 1 October 1997 Chapter 5 Army National Guard (ARNG) Evaluations.

To avoid the problems listed above, follow these simple steps:

1. Request initial counseling for each new rating period.
2. Provide a copy of your support form to your rater and keep a copy for your personal files.
3. Follow-up with your unit administrator to ensure you receive a copy of your evaluations.
4. Make sure a copy of your OER is posted in your state file.

If you can not locate past OER's, concentrate your energies on not missing any more.

6. **MILITARY EDUCATION:** List service schools and military correspondence courses you have completed including schools you attended as an enlisted soldier and NCO. Make note of any distinctions you have received, (i.e. Commandant's List, Distinguished Graduate, etc.). To document the school, use both the diplomas and certificates of completion (DA FORM 1059). Some schools will not have diplomas but will use the DA FORM 1059 for both purposes. Your DD FORM 214 will also record your attendance of service schools if attended while on active duty.

7. **CIVILIAN EDUCATION:** List all civilian education beginning with high school. Include any significant trade education that includes certification, (i.e. certified pilot, emergency medical technician, journeyman electrician). Use diplomas to document this list in addition to copies of high school or college transcripts. Make note of academic distinctions. Be aware of any special requirements for academic documentation. For example, all college transcripts in your state file must be originals received by the state from the school with the official raised seal of the school on the transcript. Your state officer records office can tell you about, or where to find the regulations outlining these requirements.

EXAMPLE:	Medfield High School	Graduate	May 81
	Univ. of Kansas	B.A. Physics	May 85

Kansas State University	Masters, Animal Sci.	May 87
Mass. Inst. Of Tech.	PhD, Rocket Sci.	May 90

8. **AWARDS AND BADGES:** List all state and federal ribbons and awards in the order of precedence with the highest award first on the list. Note when you received the award by reason and date. Place badges at the top of the list.

EXAMPLE: Air Assault Badge	Graduate	850220
Army Commendation Medal	Service	911010
Second Award	Service	951203
Army Achievement Medal	Service	910315
National Defense Service Medal	Des. Storm	910116
Army Service Ribbon	Basic Training	830915

There are several different kinds of documents that are used to record awards. The DA FORM 638 (Recommendation for Award) is used to record all medals and ribbons for awards that you receive as an individual for service, achievement or valor at the federal or state level. These awards will also come with a citation certificate and it is very important to keep these because they will be needed to document the award in your state file at field grade level. Awards that are received for time in service are documented with memorandums from your company or battalion level unit headquarters. Use school diplomas and DA FORM 1059/DD FORM 214 to document badges. Some awards will be for units or specific military operations, (i.e. Desert Storm/Joint Endeavor). Keep a copy of the award order and a copy of your orders assigning you to the unit and/or your unit to the operation. If you have questions about what document records which award the best reference to use is the AR 600-8-22 Military Awards. Each state will have a book like the AR 600-8-22 for its own state awards. These federal and state Regulations have all of the detailed information for each award.

You may have some documents on more than one list within your file. In the case of an Air Assault or Airborne Badge you would have one copy of your diploma in your military school file and another in the awards and badges file.

9. **PAY RECORDS:** Your pay records should include leave and earning statements, (LES's), pay vouchers and expense reimbursements filed in chronological order. It is important to have these documents when validating your retirement points. You will not receive orders for Inactive Duty Training and your annual training orders will often be a blanket order for your unit. This means the only proof of your participation in these training events will be your pay documents.

10. **ALL OTHER DOCUMENTS:** All miscellaneous documents pertaining to your military career should be kept in chronological order in this file, (i.e. permanent

change of station moving vouchers, individual or unit annual training orders, active duty for special work (ADSW) orders).

The file you are developing will look something like your state officer file. Your file will have a wider range of information than your state file and will be separated by lists in a manner different than the regulation calls for in state file maintenance.

This is a living document file and must be maintained!

CHAPTER THREE

WHERE YOUR RECORDS ARE KEPT

There are several types of records on officers. They are your DA 201 File, Official State Officer File, Military Pay Records, National Records, Medical, Dental and Training Files. Each of these files serves a separate purpose and will be maintained by different departments within your state headquarters.

The 201 file is a current status file. It should have all of your real time documents like military school diplomas, letters of appreciation and any other documents having to do with your current assignments. The state may maintain your 201 file or your unit may still have it. Find out where it is and make sure that it is up to date. Currently the National Guard is pulling 201 files up from the unit level to the state level. Your state may have already made this transition.

Your state file is kept at the state headquarters in the office that handles officer personnel administration. **Different states have different names for this office.** Kansas calls their office the Director of Personnel-Officer or DOP-O, Iowa calls their office the Personnel Administrator-Officer or PA-O. Check with your state or territory for the specific title of the office. It is important to use the correct title for the state you are working with when requesting information on your file. For the purpose of this workbook we will use the generic title of Officer Personnel Administrator or OPA.

Your state file is the file the state promotion board and Department of the Army, board will use to judge your performance and fitness for retention or advancement. Your state file contains your biography, photo, OER's, physical, awards, security clearance, orders of assignment, records of schools and assignments, letters, diplomas, transcripts from your civilian schooling and other required documentation. Schedule a review of your records with your state OPA to determine the condition of your file. If your unit is far away from the state headquarters ask your commander to request a unit file review. The OPA, or a qualified representative, will come to your unit with the files of the officers in your unit and provide file reviews.

The state keeps military pay records by unit at the state level in the pay branch of the USP&FO. You can go to this office on your own time and request the microfiche from your current and past units. From these records you can get copies of your LES's and personal pay vouchers. The best way to keep these records is to keep the LES's and vouchers as you receive them in the mail.

Your national file is kept on microfiche at the Army National Guard Readiness Center/NGB-ARP-CO in Arlington, VA. You can send a request for your microfiche

through your OPA and have the fiche sent *to your commander via the unit address*. The OPA can provide you with the format for the letter of request. An example format is provided in this handbook. To update your microfiche send a copy of the documents you want added to your records to the OPA with a written request to forward the documents to the National Guard Readiness Center. The OPA will send all appropriate documents forward.

As you develop your personal file you'll have the opportunity to review and update the files addressed in this chapter.

Remember that the office title for your state officer personnel administrator may be different than the "OPA" used in this workbook. Check with your unit administrator to get the correct title for your state or territory.

CHAPTER FOUR

Army Career Management and Performance Evaluation

This handbook is designed to compliment two other Army publications that are important to your career. The first is *The Reserve Officer Personnel Management Act* (ROPMA) and the second is *The Officer Evaluation Reporting System "In Brief"*. These books will help you better understand who uses your files and the purpose of the documents in them.

The Officer Personnel Branch explains the purpose of the 1 Oct 96 change over to the *Reserve Officer Personnel Management Act*. This system is to streamline the manner by which the reserve components manage all aspects of appointment, promotion, tenure, and separation of those reserve officers who are serving in an active status and not on the active duty list. The system aligns all of the reserve components (National Guard and United States Army Reserve) of the states, districts and territories under one officer management system.

There are some new terms associated with ROPMA and changes that are important to note.

1. ROPMA applies to commissioned officers.
2. Reserve Active Status List (RASL)
This is a list of all the officers on active status within the reserve system. There is only one list for all of the Active-Status Army National Guard Officers. There is not a separate list for each state. You must be on the RASL to be eligible for promotion.
3. Date of Rank (DOR)
Date of rank is the date the Chief of National Guard Bureau (NGB) extends Federal recognition. This does not mean your state promotion date.
4. Non-Select
Non-select means that the Department of the Army Selection Board did not select you for promotion. If you are Non-Select twice you can be involuntarily separated from the Guard.
5. Time in Grade (TIG)
Time in grade is the time you spend at any given rank calculated from the date of federal recognition of your promotion. ROPMA has new limitations on minimum and maximum time an officer may serve at a given rank. These requirements become important in respect to DA selection boards. Time in grade for mandatory promotion consideration by the DA Boards is in the ROPMA book.

6. Time in Service (TIS) or Years towards Retirement

Time in Service or years toward retirement are NOT counted in the ROPMA system. Note that if you do not get enough points for a good retirement year that year still counts as Time in Grade and Time in Commissioned Service. Ask your unit administrator to explain retirement points in detail.

7. Time in Commissioned Service (TCS)

This is the number of years you have been commissioned. TCS counts all the years you have been commissioned including any years you may have served without receiving points for retirement.

The ROPMA system will require your attention and understanding. Read the ROPMA booklet and ask questions about those subjects which you do not completely understand.

The DA Pamphlet 623-105 *The Officer Evaluation Reporting System "In Brief"* explains the new OER 67-9 series evaluation forms. Copies of the new 67-9 series OER's are provided within this workbook.

To obtain copies of the *ROPMA* and *DA Pam 623-105* contact your unit publications officer. The intent of the Officer Personnel Branch is for every officer to have a copy of these booklets.

Department of the Army
(State) Army National Guard
(Unit)
(City, State XXXXX-XXXX)

MEMORANDUM FOR DOP-O, CITY, STATE, ZIP CODE

SUBJECT: Permission For Release of Documents

I _____, _____ hereby give permission to

Printed Name

SSN

release documents from my personnel file to the unit listed below.

Unit Name

Street Address

City, State, Zip Code

Signature

BIOGRAPHICAL SUMMARY

08 NOV 96

PEACEMAKER, JON G., XXX-XX-XXXX

Spouse Name: Jane

1LT, Field Artillery, KSARNG

DATE AND PLACE OF BIRTH: 12 MAY 70, Medfield, OH

HOME ADDRESS: 555 S.W. Caisson Road, Salina, KS XXXXX-XXXX

HOME TELEPHONE: 555-55-5555

PRESENT ASSIGNMENT: Executive Officer,

B Btry 1-161, Field Artillery

35th DIV. ARTILLERY KSARNG

UNIT TELEPHONE: 555-555-5555

CIVILIAN OCCUPATION: Rocket Scientist

BUSINESS TELEPHONE: 555-555-5555

ENLISTED SERVICE: 2 Years 6 Months

SOURCE AND DATE OF COMMISSION: ROTC, 12 MAY 93

TOTAL YEARS SERVICE: OVER 5

MILITARY SCHOOLS ATTENDED:

YEAR COMPLETED

Basic Training	1987
Advanced Individual Training (Truck Driver)	1988
ROTC Advanced Camp (Leadership Training)	1990
Air Assault School	1990
FA Officer Basic Course RA-RES	1994
OD Officer Basic Course RA-RES	1996
FA Officer Advanced Course RA-RES	1998

CIVILIAN EDUCATION and CERTIFICATION

DEGREES RECEIVED

Medfield High School, Medfield, OH	Grad 1987
University of Kansas, Lawrence, KS	BA 1991 (Physics)
Von Brown Rocket University, Los Altos, NM	Masters Degree
	Mech. Sciences
	March 1998
Mechanical Rocket Science Block Certified	May 1996
(U.S./CAN Qualification Standard)	

BIOGRAPHICAL SUMMARY

U.S. DECORATIONS/BADGES

Air Assault Badge
 Army Achievement Medal / 1 OLC
 Army Reserve Components Achievement Medal / 2 OLC
 National Defense Service Medal
 Armed Forces Reserve Medal
 Army Service Ribbon
 KSARNG Emergency Duty Ribbon
 KSARNG Service Medal

CHRONOLOGICAL LIST OF APPOINTMENTS

Cadet	ROTC	02 Sep 91
Second Lieutenant (FA)	USAR	20 May 91
Second Lieutenant (FA)	KSARNG	09 Jul 91
Second Lieutenant (OD)	MNARNG	27 Mar 95
First Lieutenant (FA)	USAR	21 May 97
First Lieutenant (FA)	KSARNG	08 Sep 98

CHRONOLOGICAL LIST OF DUTY ASSIGNMENTS

	FROM	TO
ARNG- not on active duty		
Truck Driver, 174 th Trk Co KSARNG	Nov 87	May 89
Platoon Leader, A Btry 1-161 FA, KSARNG	May 89	Mar 95
Platoon Leader, OD Dis Platoon 153rd OD Bn, MNARNG	Mar 95	May 96
USAR- not on active duty		
USAR Control Group	May 96	Apr 98
ARNG- not on active duty		
Executive Officer, B Btry 1-161 FA, KSARNG	Apr 98	DATE

NOTE: The biographical summary format given here is current as of 1999 for the State of Kansas.
Each state or territory will have its own official biographical summary format.

LIST OF EVALUATIONS

[illegible]

LIST OF APPOINTMENTS

[illegible]

LIST OF DUTY POSITIONS

[illegible]

MILITARY EDUCATION

[illegible]

CIVILIAN EDUCATION

[illegible]

U.S. DECORATIONS AND BADGES

[illegible]